



Board of Trustees Meeting
Virtual, Via Zoom

Wednesday, May 13, 2020

Study Session: CANCELED

Regular Meeting: 4:00-5:10 p.m.

Regular Meeting Agenda

4:00	Call to Order, Introductions	Mark Martinez	
	Adoption of Agenda	Mark Martinez	
	<i>Action</i>		
	Approval of the Regular Meeting Minutes of	Mark Martinez	Tab 1
	March 11, 2020		
	<i>Action</i>		
4:05	President’s Report	Joyce Loveday	
	• All-Washington Academic Award Winners		
	○ Jenna Berglund		
	○ Michael Keiser		
	• COVID-19 Update		
	• CARES Act Information		
	• Budget Resolution Request		
	• Miscellaneous		
4:20	College Reports or Highlights		
	• FY 2019-20 3 rd Quarter Budget Report	Lisa Wolcott	Tab 2
	• Marketing Update	Jenn Adrien	Tab 3
	• Equity Core Theme Update	Sam Dana	Tab 4
4:50	Chair’s Report	Mark Martinez	
4:55	Board Reports and/or Remarks	All	
5:00	Public Comments	Mark Martinez	
5:05	New Business	Mark Martinez	
	• <u>Approval of Resolution 20-05-99, Extension of 2019-20</u>	Mark Martinez	Tab 5
	<u>Operating Budget</u>		
	<i>Action</i>		
5:10	Adjournment	Mark Martinez	

All Board meetings will be recorded.



Board of Trustees Regular Meeting

Rotunda, Building 3

Wednesday, March 11, 2020

Study Session: Canceled

Regular Meeting: 4:00-6:25 p.m.

Minutes

Call to Order: Chair Martinez called the Board of Trustees Regular Meeting for Clover Park Technical College (CPTC) to order on March 11, 2020, at 4:00 p.m.

Board of Trustees Present:

Mark Martinez, Chair
Carol Mitchell
Lua Pritchard

Eli Taylor
Wayne Withrow

College President: Dr. Joyce Loveday

Excused Absences: Justin Kjolseth, Assistant Attorney General

Other Attendees:

Larry Clark, VP, Finance & Admin.
Dr. Tawny Dotson, VP, Strategic Devel.
Mabel Edmonds, VP, Instruction
Scott Latiolais, VP, Student Success
Richard Barton, HVAC Inst.
Lisa Beach, Dir., Compliance
Marshall Collins, Prof. Pilot Inst.
Suzanne Cooke, Accounting Inst.
Kristin Copeland, Comm./English Inst.
Cristeen Crouchet, Dir., Workforce Devel.
Lucy Dorum, Accounting Inst.
Dionna Faherty, English Inst.
Sandy Frederick, Cosmetology Inst.
Michael Gilmore, Nondestructive Testing Inst.
Curtis Guttromson, AMT Inst.
Michelle Hillesland, Dean
Pamela Jeter, Dir., IT

John Kaniss, Dir., Facilities Svcs.
Kevin Kildun, Advisor/Counselor
Dr. Claire Korschowski, Dean
Christian Kroiss, Mgr., Security
Dr. Brian Lee, ctcLink Proj. Mgr.
Ken Meerdink, Comp. Prog. Inst.
Dwight McGhee, HVAC Inst.
John Moyer, Graphics Tech. Inst.
Jenna Pollock, Assoc. Dean
Hannah Precour, Dental Asst. Inst.
Brandon Rogers, Assoc. Dean
Jaya Rose, Interior Design Inst.
Melissa Siedlicki, Esthetic Sci. Inst.
Kathryn Smith, Env. Sci. & Tech. Inst.
Cherie Steele, Exec. Asst. to the President
Roberta Wirth, Dental Asst. Inst.
Lisa Wolcott, Dir., Budget/Finance

Adoption of the Agenda

MOTION:

Motion to adopt the agenda, as presented, was made by Trustee Pritchard and seconded by Trustee Withrow.

MOTION:

Amended Motion to amend the agenda to increase the length of the Executive Session by 15 minutes for discussion of potential litigation with the College's legal counsel was made by Trustee Taylor and seconded by Trustee Pritchard. Motion was approved unanimously.

Approval of Minutes (Tab 1)**MOTION:**

Motion to approve the minutes of the Regular Board meeting of January 8, 2020, as presented, was made by Trustee Pritchard and seconded by Trustee Taylor. Motion was approved unanimously.

President's Report (Attachment 1)

President Loveday gave the attached report.

Other College Reports or Highlights**ASG Report (Tab 2)**

The ASG report is attached. Students were excused from giving the report in person out of an abundance of caution, due to COVID-19.

Chair's Report

Chair Martinez said people are still working in the roofing industry; they are asking workers to stay home if they feel sick.

Board Reports and/or Remarks

Trustee Mitchell noted that the Daffodil Queen Coronation has been canceled, due to Governor Inslee asking that events with attendees over 250 be canceled.

Public Comments

No public comments.

New Business**New Tenure-Track Faculty Introductions (Tab 3)**

Ms. Edmonds asked the new tenure-track faculty members to introduce themselves to the Board of Trustees.

Executive Session

At 4:24 p.m., Chair Martinez stated that, in accordance with RCW 42.30.110, the Board would recess to go into Executive Session for approximately one hour and 45 minutes for the purpose of reviewing, evaluating, and interviewing faculty probationers for tenure award and to discuss a potential litigation with the College's legal counsel.

Chair Martinez reconvened the Regular Meeting at 6:17 p.m. and asked if there were any action items as a result of Executive Session. There were.

MOTIONS:

Trustee Taylor moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Richard Barton at Clover Park Technical College, seconded by Trustee Withrow. No discussion. Approved unanimously.

Trustee Taylor moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Kristin Copeland at Clover Park Technical College, seconded by Trustee Withrow. No discussion. Approved unanimously.

Trustee Taylor moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Dionna Faherty at Clover Park Technical College, seconded by Trustee Withrow. No discussion. Approved unanimously.

Trustee Taylor moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Michael Gilmore at Clover Park Technical College, seconded by Trustee Withrow. No discussion. Approved unanimously.

Trustee Taylor moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Dwight McGhee at Clover Park Technical College, seconded by Trustee Withrow. No discussion. Approved unanimously.

Trustee Taylor moved that the Board of Trustees, after having given reasonable consideration to the recommendations of the Tenure Review Committee and the President, grant tenure to Hannah Precour at Clover Park Technical College, seconded by Trustee Withrow. No discussion. Approved unanimously.

Next Meeting

April 8, 2019, at the South Hill campus.

Adjournment

Chair Martinez adjourned the Regular Meeting at 6:22 p.m.

Dr. Joyce Loveday
President
College District Twenty-Nine

Mark Martinez
Chair, Board of Trustees
College District Twenty-Nine



FY2019-2020

3rd Quarter

Period Ending

March 31, 2020

**Prepared by:
Finance Department**

Clover Park Technical College
Statement of Revenue and Expenditure by Fund Source
FY2019-20 Period Ending March 31, 2020

Cumulative beginning July 1, 2019

Revenues				Balance	% Received	Expenditures				Net to Date
Fund	Description	Budget	YTD			Budget	YTD	Balance	% Expended	
001	State Allocations	18,379,864	12,657,684	5,722,180	69%	18,379,864	12,657,684	5,722,180	69%	-
060	Capital Debt	2,514,750	759,875	1,754,875	30%	2,514,750	759,875	1,754,875	30%	-
08A	Education Legacy Trust	2,254,778	1,341,439	913,339	59%	2,254,778	1,341,439	913,339	59%	-
489	Pension Funding	999,601	798,223	201,378	80%	999,601	798,223	201,378	80%	-
24J	WorkForce Acct	1,388,072	428,235	959,837	31%	1,388,072	428,235	959,837	31%	-
149	Operating Fees/Tuition	10,529,130	7,718,590	2,810,540	73%	10,529,130	7,336,855	3,192,275	70%	381,735
Operating Subtotal		36,066,194	23,704,046	12,362,149	66%	36,066,195	23,322,311	12,743,884	65%	381,735
145	Grants and Contracts	5,988,795	3,803,880	2,184,915	64%	5,810,722	3,422,980	2,387,742	59%	380,900
146	Local Contracts	378,849	369,606	9,243	98%	378,849	151,234	227,615	40%	218,372
147	Plant	4,079,549	2,726,338	1,353,211	67%	4,079,549	3,888,366	191,183	95%	(1,162,028)
148	Local Dedicated	2,385,490	2,389,415	(3,925)	100%	2,518,938	1,624,510	894,428	64%	764,905
522	Associated Students	1,211,408	962,191	249,217	79%	1,211,408	691,701	519,707	57%	270,490
528	Parking	143,619	107,531	36,088	75%	143,617	90,981	52,636	63%	16,550
561	Innovation Fund	286,497	210,990	75,507	74%	286,497	264,216	22,281	92%	(53,226)
570	Hayes Child Development Ctr	599,000	533,400	65,600	89%	643,756	632,375	11,381	98%	(98,975)
570	Event Services	267,000	207,953	59,047	78%	250,118	135,162	114,956	54%	72,791
570	Bookstore Commissions	110,000	96,239	13,762	87%	40,000	40,000	-	100%	56,239
846	Grants in Aid	9,618,822	7,482,938	2,135,884	78%	9,618,822	8,770,592	848,230	91%	(1,287,654)
849	Student Loan	4,724,000	2,751,047	1,972,953	58%	4,724,000	3,062,100	1,661,900	65%	(311,053)
850	Work Study	249,414	146,242	103,172	59%	249,414	160,328	89,086	64%	(14,086)
860	CPTC Financial Aid	398,447	299,654	98,793	75%	398,447	378,792	19,655	95%	(79,138)
Other Subtotal		30,440,890	22,087,424	8,353,466	73%	30,354,137	23,313,337	7,040,800	77%	(1,225,913)
057	State Capital Projects	1,073,000	315,081	757,919	29%	1,073,000	315,081	757,919	29%	-
060	Capital Projects	1,788,300	633,211	1,155,089	35%	1,788,300	633,211	1,155,089	35%	-
Capital Subtotal		2,861,300	948,292	1,913,008	33%	2,861,300	948,292	1,913,008	33%	-
Total		69,368,384	46,739,762	22,628,623	67%	69,281,632	47,583,940	21,697,692	69%	(844,178)

Prior Year (2018-19)	Budget	YTD	Balance	%Rec	Budget	YTD	Balance	%Exp	Net to Date
Operating	34,014,429	23,392,891	10,621,538	69%	34,014,429	21,619,194	12,395,235	64%	1,773,697
Other Subtotal	60,100,388	39,850,935	20,249,453	66%	59,897,467	39,344,721	20,552,746	66%	506,214
Capital Subtotal	5,008,590	2,254,125	2,754,465	45%	5,008,590	2,254,125	2,754,465	45%	-
Total	99,123,407	65,497,951	33,625,456	66%	98,920,486	63,218,040	35,702,446	64%	2,279,911

As a percent of this year

143%

140%

143%

133%

Clover Park Technical College
Statement of Expenditures
FY2019-20 Period Ending March 31, 2020
Cumulative beginning July 1, 2019

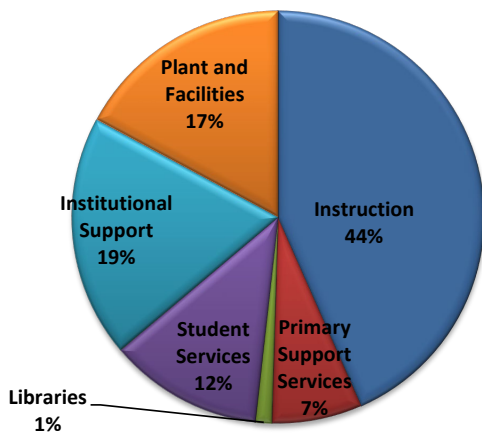
By Program

Program Index	Budget	YTD	Balance	% Expended	2018-2019	% of LYTD
010 Instruction	15,648,990	10,288,320	5,360,670	65.7%	6,210,167	166%
040 Primary Support Services	2,553,800	1,770,538	783,262	69.3%	1,113,936	159%
050 Libraries	467,881	313,930	153,951	67.1%	219,986	143%
060 Student Services	4,349,321	3,014,273	1,335,048	69.3%	1,797,318	168%
080 Institutional Support	6,861,794	4,422,955	2,438,839	64.5%	2,784,699	159%
090 Plant and Facilities	6,184,409	3,512,294	2,672,115	56.8%	2,813,414	125%
Total	36,066,195	23,322,311	12,743,884	64.7%	14,939,520	156.1%

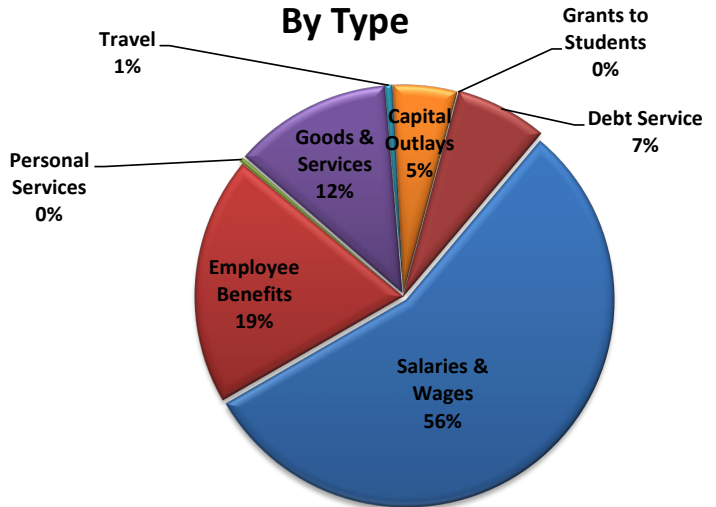
By Type

Expense Type	Budget	YTD	Balance	% Expended	2018-2019	% of LYTD
A Salaries & Wages	20,213,347	14,187,130	6,026,217	70.2%	8,545,490	166%
B Employee Benefits	7,043,651	4,939,039	2,104,612	70.1%	3,040,339	162%
C Personal Services	132,963	148,367	(15,404)	111.6%	33,291	446%
E Goods & Services	4,460,640	2,907,080	1,553,560	65.2%	1,938,501	150%
G Travel	198,792	71,548	127,244	36.0%	67,786	106%
J Capital Outlays	1,805,594	677,828	1,127,766	37.5%	188,584	359%
N Grants to Students	17,403	8,367	9,036	48.1%	4,315	194%
P Debt Service	2,514,750	759,875	1,754,875	30.2%	998,915	76%
S Interagency Reimbursement	(172,448)	(110,362)	(62,086)	64.0%	(84,198)	131%
T Transfers	(148,497)	(266,562)	118,065	179.5%	206,496	-129%
Total	36,066,195	23,322,311	12,743,884	64.7%	14,939,519	156.1%

By Program



By Type



Clover Park Technical College
Statement of Expenditures
Excludes CAMT Debt Service
FY2019-20 Period Ending March 31, 2020
Cumulative beginning July 1, 2019

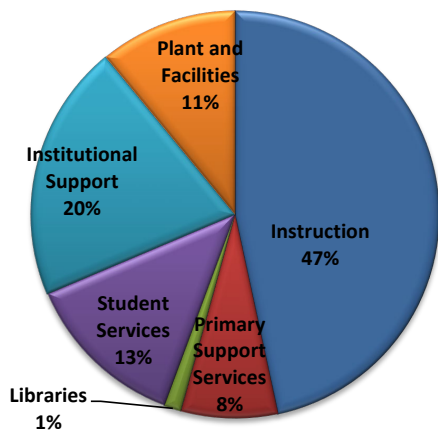
By Program

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010 Instruction	15,648,990	10,288,320	5,360,670	65.7%	6,210,167	166%
040 Primary Support Services	2,553,800	1,770,538	783,262	69.3%	1,113,936	159%
050 Libraries	467,881	313,930	153,951	67.1%	219,986	143%
060 Student Services	4,349,321	3,014,273	1,335,048	69.3%	1,797,318	168%
080 Institutional Support	6,861,794	4,422,955	2,438,839	64.5%	2,784,699	159%
090 Plant and Facilities	3,669,659	2,752,419	917,240	75.0%	1,814,499	152%
Total	33,551,445	22,562,436	10,989,009	67.2%	13,940,605	161.8%

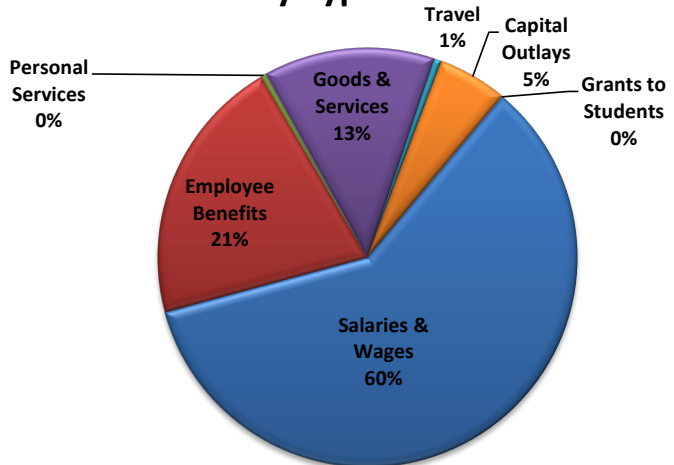
By Type

Expense Type	Budget	YTD	Balance	% Expended	2018-2019	% of LYTD
A Salaries & Wages	20,213,347	14,187,130	6,026,217	70.2%	8,545,490	166%
B Employee Benefits	7,043,651	4,939,039	2,104,612	70.1%	3,040,339	162%
C Personal Services	132,963	148,367	(15,404)	111.6%	33,291	446%
E Goods & Services	4,460,640	2,907,080	1,553,560	65.2%	1,938,501	150%
G Travel	198,792	71,548	127,244	36.0%	67,786	106%
J Capital Outlays	1,805,594	677,828	1,127,766	37.5%	188,584	359%
N Grants to Students	17,403	8,367	9,036	48.1%	4,315	194%
S Interagency Reimbursement	(172,448)	(110,362)	(62,086)	64.0%	(84,198)	131%
T Transfers	(148,497)	(266,562)	118,065	179.5%	206,496	-129%
Total	33,551,445	22,562,436	10,989,009	67.2%	13,940,604	161.8%

By Program



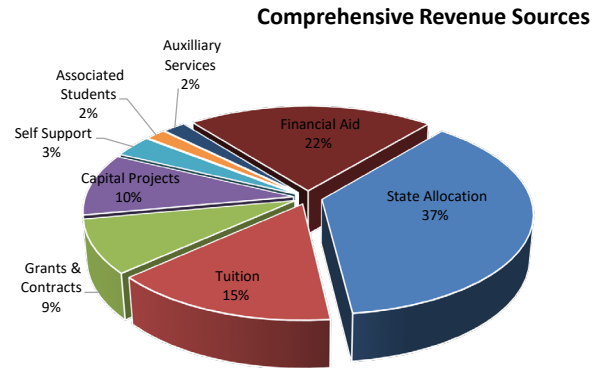
By Type



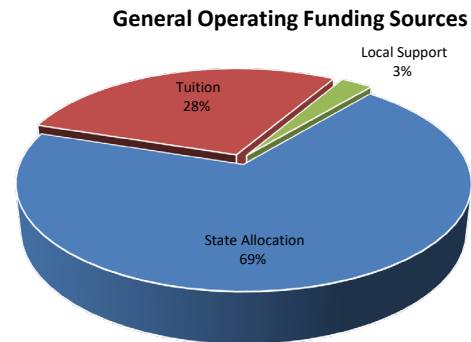
Clover Park Technical College
Statement of Earmarks, Reserves and Proportionate Operational Revenues
FY2019-20 Period Ending March 31, 2020
Cumulative beginning July 1, 2019

Revenues				Balance	% Received	Expenditures		Balance	% Expended	Net to Date
Fund	Description	Budget	YTD			Budget	YTD			
149	90 Operating	7,416,566	14,202,163	(6,785,598)	191%	7,416,566	1,599,983	5,816,583	22%	12,602,180
148	Debt Service (Student Union COP)	4,235,803	4,235,803	-	100%	4,235,803	-	4,235,803	0%	4,235,803
148	Litigation	1,000,000	1,000,000	-	100%	1,000,000	-	1,000,000	0%	1,000,000
148	Local Capital	1,000,000	441,604	558,396	44%	1,000,000	25,000	975,000	3%	416,604
Reserves Subtotal		13,652,369	19,879,570	(6,785,598)	146%	13,652,369	1,624,983	12,027,386	12%	18,254,587
148	ctcLink	156,983	768,239	(611,256)	489%	156,983	96,436	60,547	61%	671,803
148	Tuition Installment Plan	67,597	59,062	8,535	87%	67,597	41,083	26,514	61%	17,979
149	Childcare Support	16,085	16,085	-	100%	16,085	16,085	-	100%	-
Earmark Subtotal		240,665	843,386	(602,721)	350%	240,665	153,604	87,061	64%	689,782
Total		13,893,034	20,722,956	(7,388,319)		13,893,034	1,778,587	12,114,447		18,944,369

College Comprehensive Funding Sources			
Source	Budget	YTD	YTD %
State Allocation	25,537,065	15,985,456	35%
Tuition	10,529,130	7,718,590	17%
Grants & Contracts	5,988,795	3,803,880	8%
Capital Projects	6,940,849	3,674,630	8%
Self Support	2,385,490	2,389,415	5%
Associated Students	1,211,408	962,191	2%
Auxilliary Services	1,406,116	837,592	2%
Financial Aid	14,990,683	10,679,881	23%
Total	68,989,536	46,051,634	100%



General Operating Funding Sources			
Source	Budget	YTD	YTD %
State Allocation	25,537,065	15,985,456	65%
Tuition	10,529,130	7,718,590	31%
Local Support	1,003,433	963,699	4%
Total	37,069,628	24,667,745	100%



ONE-TIME FUNDS FY 19-20

		<u>AMT</u>	<u>EXPENSED</u>	<u>BALANCE</u>
<u>FOUNDATION SUPPORT 145-112-3OTM</u>				
HISTOLOGY	TISSUE EMBEDDERS	\$ 33,600	\$ 33,600.00	\$ -
ESTHETICS	2 CELLULITE MACHINES	\$ 9,183	\$ -	\$ 9,183.00
ESTHETICS	BIO-SYNTHESIS LED MACHINES	\$ 6,900	\$ 6,819.84	\$ 80.16
ESTHETICS	BT MICROS, BT ACCENT LED MACHINE, MAGNIFICATION LAMPS, 6 HAND HELD HIGH FREQUENCY DEVICES	\$ 7,857	\$ 7,637.60	\$ 219.40
ESTHETICS	MICRODERM MACHINE	\$ 5,200	\$ 5,138.37	\$ 61.63
ESTHETICS (MASSAGE?)	10 MASSAGE TABLES	\$ 5,165	\$ 5,165.19	\$ (0.19)
DENTAL	LAB REMODEL-FURNITURE	\$ 11,595	\$ 11,595.00	\$ -
		<u>\$ 79,500</u>	<u>\$ 69,956.00</u>	<u>\$ 9,544.00</u>

INSTRUCTION 149-012-3OTM

DENTAL	LAB REMODEL-FURNITURE	\$ 78,405	\$ 78,404.94	\$ 0.06
SHC	9 PROJECTORS (CLASSROOM REPLACEMENTS	\$ 18,787	\$ 18,787.00	\$ -
ARCHITECTURE ENG DESIGN	PROJECTORS AND SCREENS	\$ 10,000	\$ 175.82	\$ 9,824.18
AUTOMOTIVE	PROJECTORS	\$ 4,175	\$ 4,175.00	\$ -
ENV. SCIENCES	CLASSROOM PROJECTORS AND SCREENS	\$ 1,648	\$ 1,648.00	\$ -
WELDING	7 TIG WELDING MACHINES/WIRE FEEDERS	\$ 86,189	\$ 85,515.06	\$ 673.94
ENV. SCIENCES	CLASSROOM FURNITURE	\$ 23,200	\$ 22,812.38	\$ 387.62
BIOLOGY	MICROSCOPE FOR INSTRUCTION	\$ 4,500	\$ 2,632.11	\$ 1,867.89
AUTO/COLLISION	SQUEEZE TYPE RESISTANCE SPOT WELDERS	\$ 30,000	\$ 30,000.00	\$ -
AUTOMOTIVE	VEHICLE ALIGNMENT LIFT	\$ 29,659	\$ 29,647.08	\$ 11.92
AUTOMOTIVE	CARE BRAKE LATHE	\$ 10,963	\$ 10,962.52	\$ 0.48
AUTOMOTIVE	SOLVENT TANKS	\$ 9,844	\$ 9,774.81	\$ 69.19
AUTOMOTIVE	NEW TIRE MACHINE	\$ 12,255	\$ 12,255.00	\$ (0.00)
AUTOMOTIVE	DRILL PRESES, 4 FLOOR JACKS, 2 TOOLBOXES	\$ 5,540	\$ 5,539.90	\$ 0.10
AUTOMOTIVE	VEHICLE LIFTS	\$ 16,382	\$ 16,395.18	\$ (13.18)
AUTOMOTIVE	PARTS WASHER	\$ 10,765	\$ 10,717.91	\$ 47.09
MLT	REPLACE OLD MALFUNCTIONING EQUIPMENT	\$ 14,000	\$ 14,000.00	\$ -
GEN ED	LIBRARY LAB REPLACEMENT	\$ 38,000	\$ -	\$ 38,000.00
INSTRUCTION	PROGRAM DEVELOPMENT	\$ 30,000	\$ -	\$ 30,000.00
PROFESSIONAL PILOT	AIRPLANE	\$ 220,000	\$ 220,000.00	\$ -
		<u>\$ 654,312</u>	<u>\$ 573,442.71</u>	<u>\$ 80,869.29</u>

STUDENT SUCCESS 149-061-3OTM

HAYES CHILDCARE CENTER	FLOOR REPAIR AND UPGRADE	\$ 33,000	\$ -	\$ 33,000.00
HAYES CHILDCARE CENTER	KITCHEN UPGRADE	\$ 37,000	\$ 5,728.80	\$ 31,271.20
ACCOMODATIONS	DISABILITY RESOURCES FOR CLASSROOM	\$ 28,240	\$ 26,686.52	\$ 1,553.48
STUDENT SUCCESS	OFFICE REMODELS	\$ 101,000	\$ 92,270.91	\$ 8,729.09
HAYES CHILDCARE CENTER	GF SUPPORT	\$ 16,085	\$ 16,085.00	\$ -
HAYES CHILDCARE CENTER	PROCARE	\$ 3,000	\$ -	\$ 3,000.00
		<u>\$ 218,325</u>	<u>\$ 140,771.23</u>	<u>\$ 77,553.77</u>

ADMINISTRATION 149-081-3OTM

SHC	OVERFLOW PARKING FOR EXPANSION	\$ 160,000	\$ -	\$ 160,000.00
ADMIN	OFFICE REMODELS	\$ 100,000	\$ 250,566.59	\$ (150,566.59)
AMINISTRATION	ARCHITECT SUPPORT FOR NEW BUILDING REQUEST	\$ 40,000	\$ 5,750.00	\$ 34,250.00
TIP	ADD'L FUNDS NEEDED	\$ 8,601	\$ 8,601.00	\$ -
IT DEPT	YEAR1-COMPUTER REFRESH 511 CPU'S	\$ 200,000	\$ 200,000.30	\$ (0.30)
		<u>\$ 508,601</u>	<u>\$ 464,917.89</u>	<u>\$ 43,683.11</u>

STRATEGIC DEVELOPMENT 149-085-3OTM

MARKETING	FINISH REMAINING PROGRAM VIDEOS	\$ 25,000	\$ 25,000.00	\$ -
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ONE-TIME FUNDS FY 19-20

		<u>AMT</u>	<u>EXPENSED</u>	<u>BALANCE</u>
<u>FOUNDATION SUPPORT 145-112-3OTM</u>				
E-LEARNING	VIDEO CAPTIONING	\$ 20,000	\$ -	\$ 20,000.00
STRATEGIC DEV	OFFICE REMODELS	\$ 50,000	\$ -	\$ 50,000.00
STRATEGIC DEV	HANOVER RESEARCH CONTRACT (SURVEYS)	\$ 53,500	\$ 49,500.00	\$ 4,000.00
MARKETING	DIRECT MAILER	\$ 15,000	\$ -	\$ 15,000.00
		<u>\$ 163,500</u>	<u>\$ 74,500.00</u>	<u>\$ 89,000.00</u>
<u>AFT-PROF CBA SIGNING BONUS 149-081-3ASB</u>				
ADMINISTRATION	AFT-PROF SIGNING BONUS	\$ 55,245	\$ 55,245.00	\$ -
		<u>\$ 55,245</u>	<u>\$ 55,245.00</u>	<u>\$ -</u>
		\$ 1,679,483	\$ 1,378,833	\$ 300,650
FY 18-19 CARRY FORWARD FOR AIRPLANE		\$ (220,000)		
EXCESS 90 DAY RESERVES USED		\$ 1,459,483		

Clover Park Technical College
COVID-19 Expenses
FY2019-20 Period Ending March 31, 2020
Cumulative Beginning February 19, 2020

Category	Description	Amount
Equipment	200 Chromebooks for Student Online Access	\$ 79,343.40
Salaries and Benefits	Emergency Planning Meetings, Online Preparation, etc....	\$ 80,360.13
Other	Loss of Spring Quarter Tuition	\$ 199,078.99
		\$ 358,782.52

Marketing & Communications

May 13, 2020

Board of Trustees Meeting



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Meet the Staff

Jenn Adrien, Director (2020)

Jeanna DuFour, Marketing Assistant (2019)

Meridith Hatch, Web Tech Mgr (2020)

Rommel Villalobos, Graphic Designer (2013)

Jenn



Jeanna



Meridith



Rommel



Our Staff

Pandemic

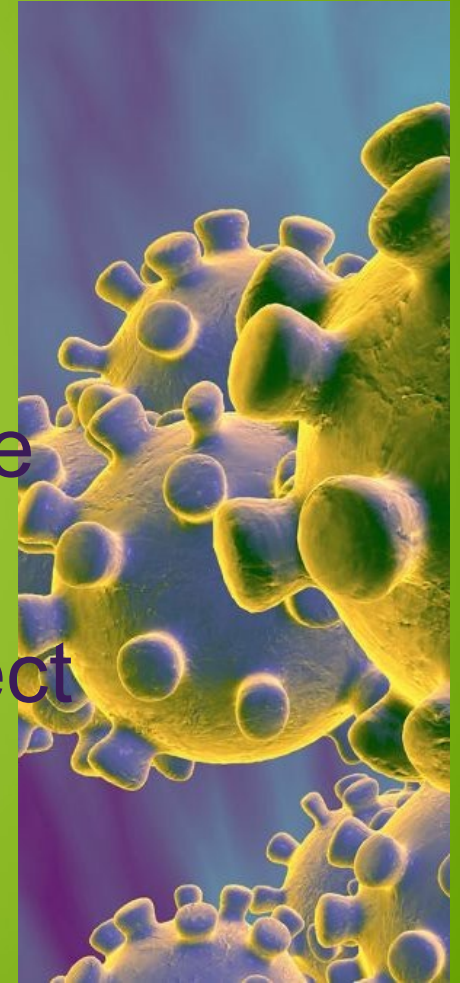
Ad Campaign

Some Projects

Upcoming

Coronavirus Timeline

- **February:** first hints
- **March:** communication through uncertainty
- **April-May:** get everything online *yesterday*
- **June & beyond:** plan, but expect the unexpected



Our Staff



Pandemic

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Upcoming

Coronavirus Response

- CPTC messaging tone was frank, reliable, encouraging: President's daily updates, website, videos, social channels, media requests
- Moving online required nimbleness & new learning
- Tracking outbreak impacts & trends in higher education

Virtual Assistance

- One-stop shopping for students
- Option to video-call (Zoom) or phone call
- Individual or group sessions
- Staffed during business hours

Our Staff



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Upcoming

Virtual Services

VIRTUAL ASSISTANCE

[Home](#) > [Virtual Assistance](#)

[View](#)

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GET VIRTUAL ASSISTANCE

CPTC offers a full array of virtual student services. Students can access services through email, phone and face to face using Zoom virtual lobbies. To connect to a staff member in a particular department choose from the options below. When you select a department you will be put into a waiting room and a staff member will be with you as soon as possible.

Please note the virtual lobby hours for each Department.

- Zoom can be used on a computer, tablet, or smartphone or you can call in.
- Visit [Zoom.us/resources](#) for more information and help videos.

ADVISING & COUNSELING

For assistance with academic and career planning

[CONNECT](#)

Virtual Hours: M-Th 8-12, & 1-5
Fri: 9:30-12, & 1-4:30

THE WELCOME CENTER (ENTRY SERVICES)

For general questions about CPTC, help getting started, tours, or recruitment/outreach

[CONNECT](#)

Virtual Hours: M-Th 8-4:30
Fri: 9:30-4:30

ENROLLMENT SERVICES

For assistance with admissions, registration, student records, and transcripts

[CONNECT](#)

Virtual Hours: M-Th 8-12, & 1-5
Fri: 9:30-12, & 1-4:30

STUDENT AID & SCHOLARSHIPS

For assistance with financial aid, workstudy, loans, and FAFSA/WAFSA

[CONNECT](#)

STUDENT LIFE

For assistance with Clubs/Organizations, student government, and campus activities board

[CONNECT](#)

VETERANS SERVICES

For assistance with VA education benefits, and other veteran services

[CONNECT](#)

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Virtual Info Sessions

- Faculty are the face and voice of their programs
- Show materials & videos, share files
- Direct prospective students to online assets and online help
- Guest speaker involvement

Our Staff



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Upcoming

Virtual Backgrounds



DIVISION OF STUDENT SUCCESS



Our Staff



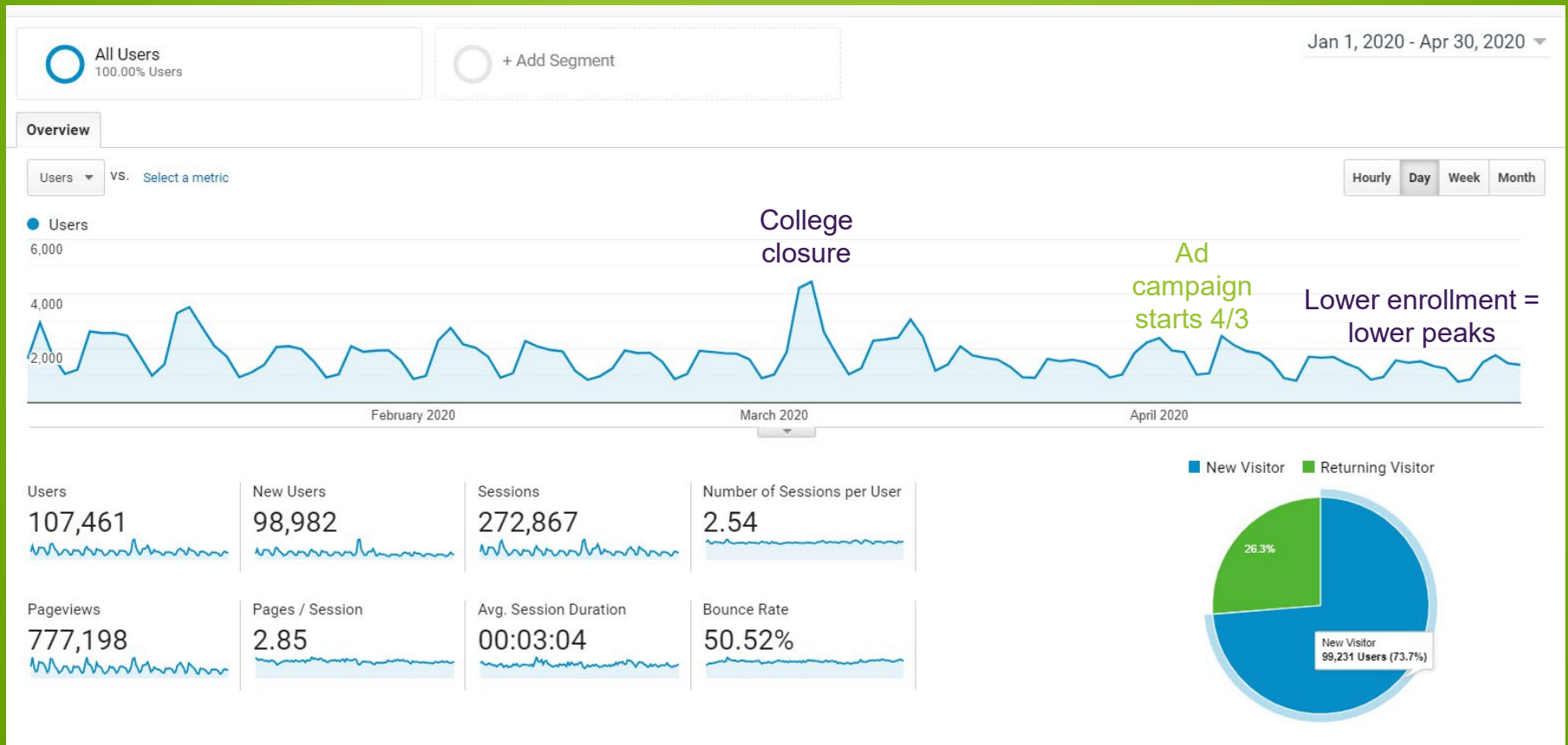
Pandemic

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Metrics – Web Traffic Responds



Our Staff



Pandemic



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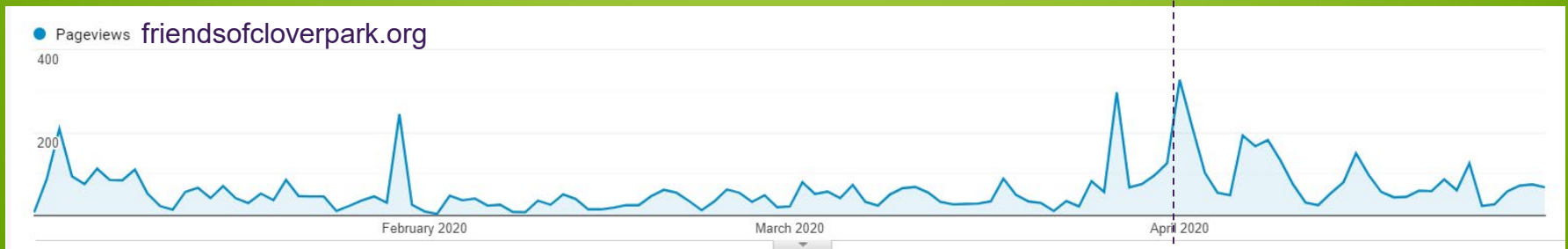
Some Projects



Upcoming

Metrics – Financial Need

Dramatic jump in financial need reflected by traffic to Financial Aid and Foundation



Our Staff



Pandemic



Ad Campaign



Some Projects



Upcoming

Current Ad Campaign

WHERE DO YOU
SEE YOURSELF?



We have a path
to get you there.



Pierce & Thurston Counties
750,000 impressions through July 6, 2020
Adults 18-35
Household income \$49,000-70,000

WE'LL WALK YOU THROUGH A NEW CAREER.



CPTC
YOURSELF
IN COLLEGE



TRAIN FOR NEW CAREERS. START AS SOON AS APRIL 6.

Our Staff

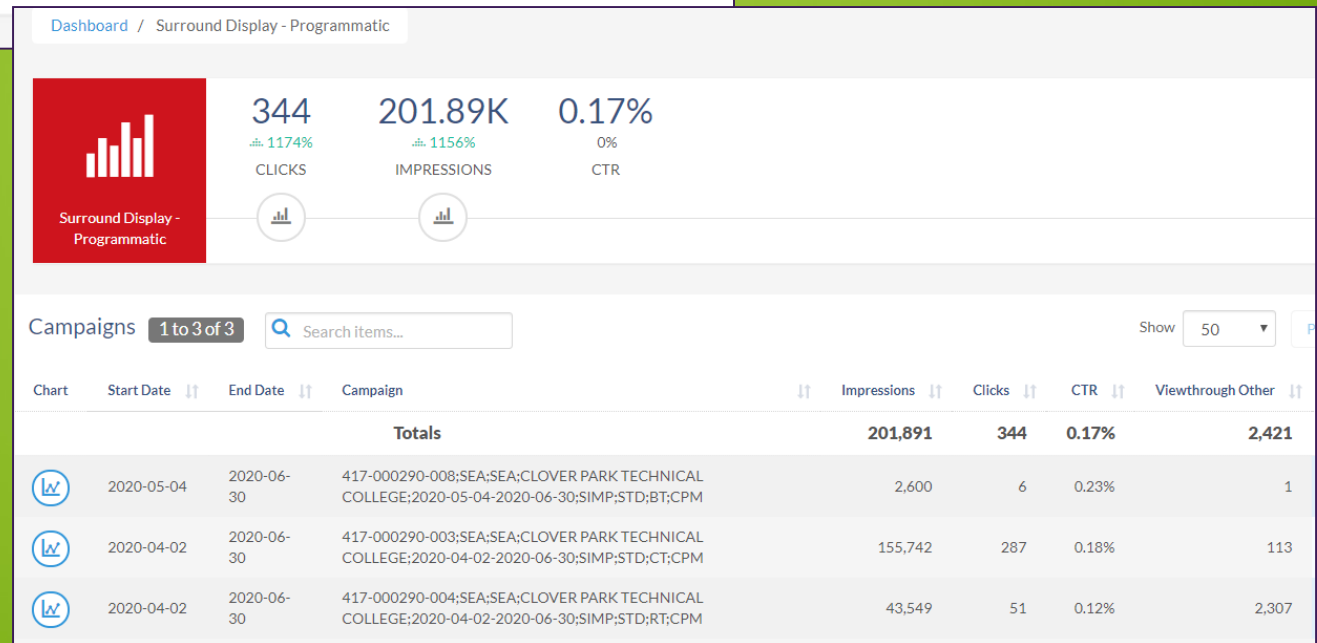
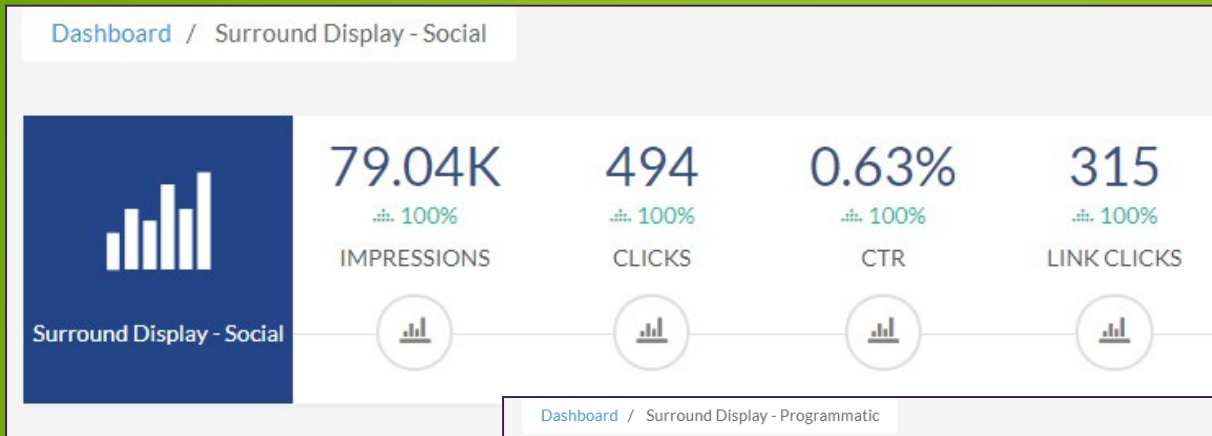
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Metrics – Ad Campaign



Our Staff

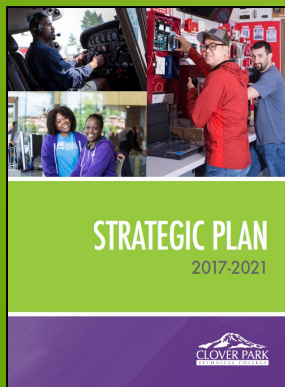
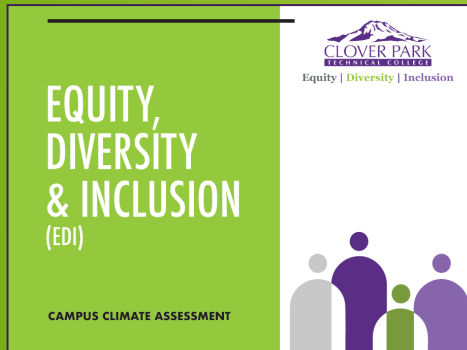
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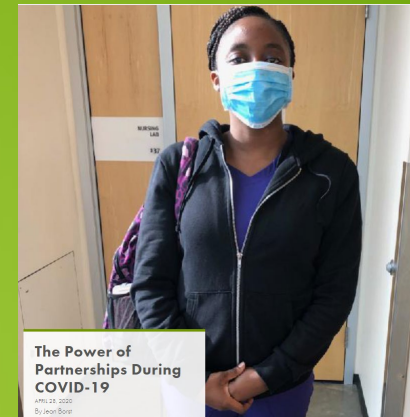
Some Projects

Upcoming

Print pieces



Blog articles



Design work



What's Coming

- Website audit
- Increased/intentional social presence
- Virtual campus tours, program fair
- Videos: academic programs, employee onboarding, crowd-sourced
- Increased use of & reliance on internet
- More in-house projects

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Pandemic

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Upcoming

Jenn Adrien
jenn.adrien@cptc.edu

Director
Marketing & Communications



Core Theme Report

Equity



Quarterly Reporting on Core Themes

- NWCCU mandates regular assessment by the College of progress towards fulfilling its mission
- CPTC is doing this two ways:
 - Annual publication of the College Scorecard
 - Quarterly in-depth review of progress on one Core Theme
- Core Theme Reporting Schedule:
 - January – Student Success
 - May – Equity
 - July – Workforce Preparation
 - October – Institutional Sustainability

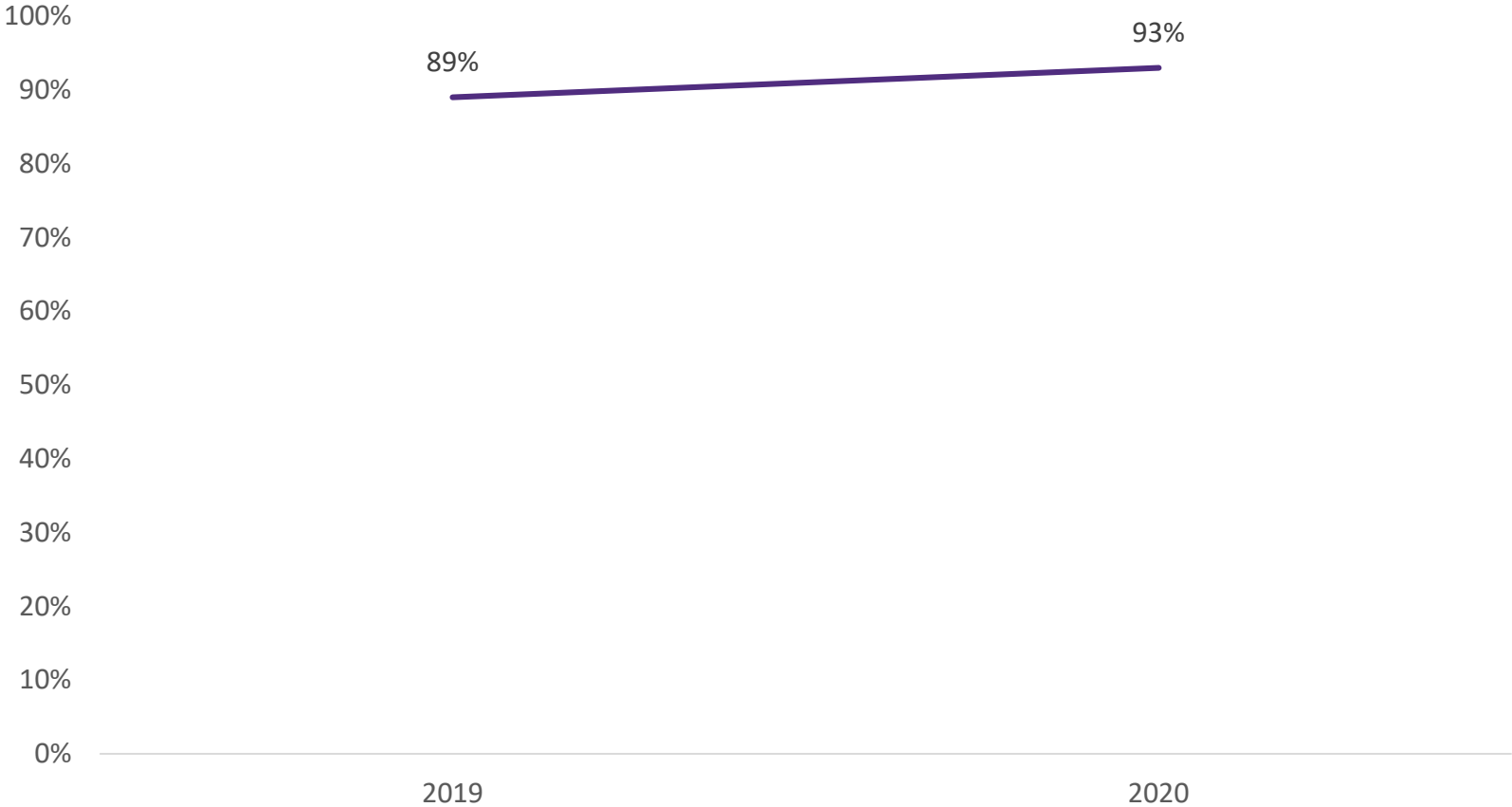


Core Theme: Equity

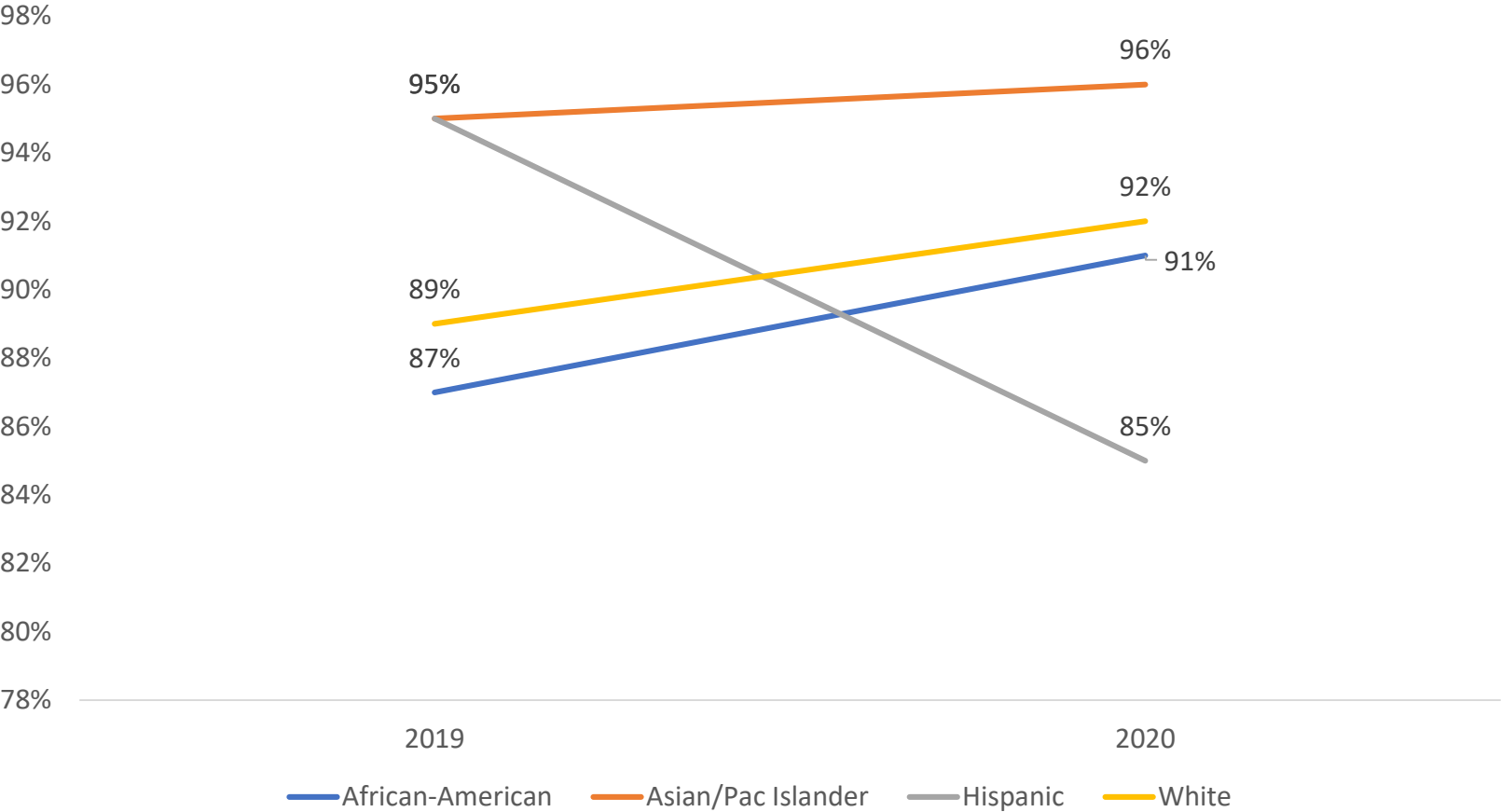
CPTC will cultivate an inclusive institutional culture and campus climate by valuing diversity and promoting equitable opportunities for all.



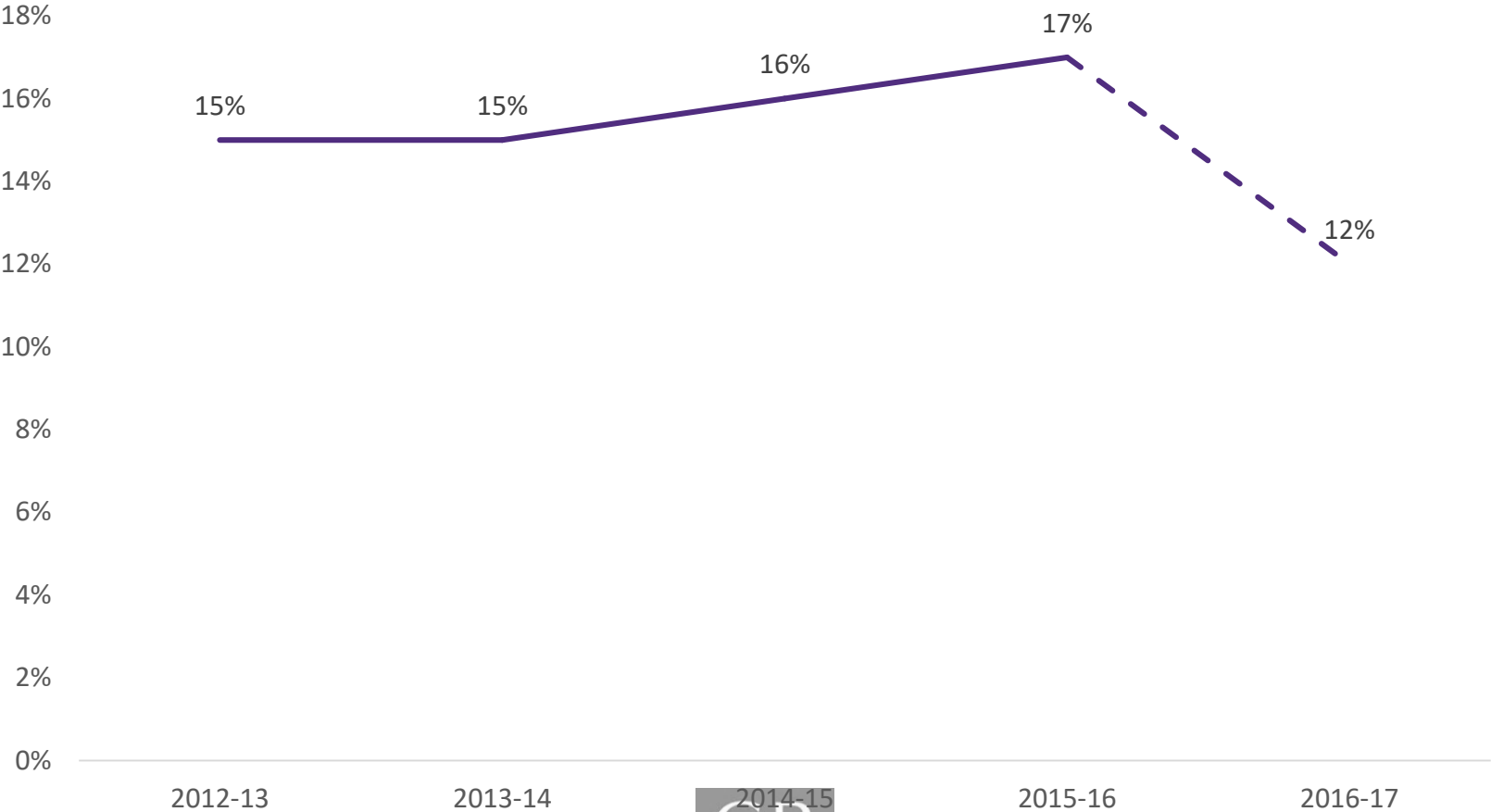
Core Metric: Students Satisfied with Campus Climate



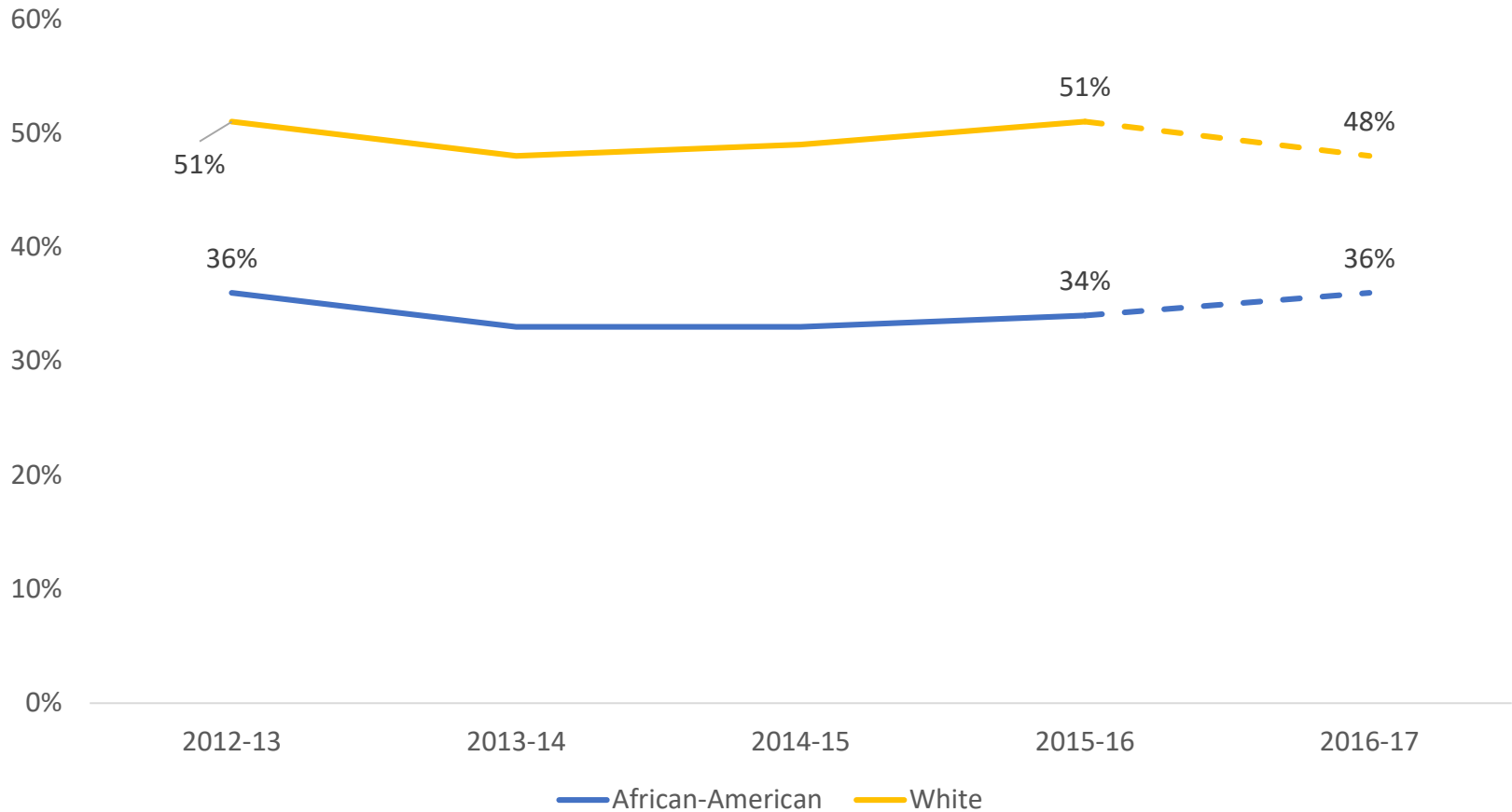
Students Satisfied with Campus Climate Equity



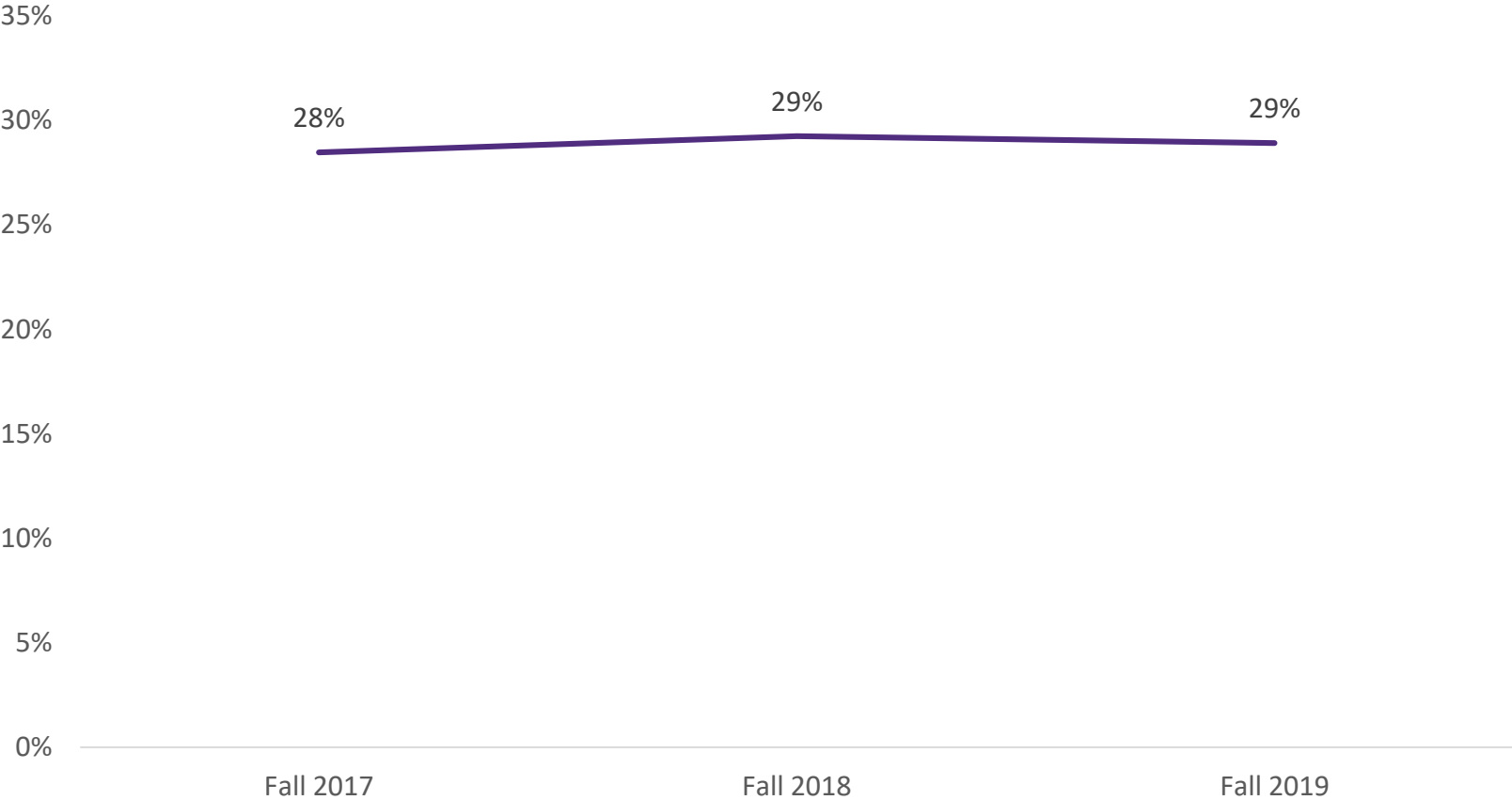
Core Metric: Completion Gap between White and African-American Students



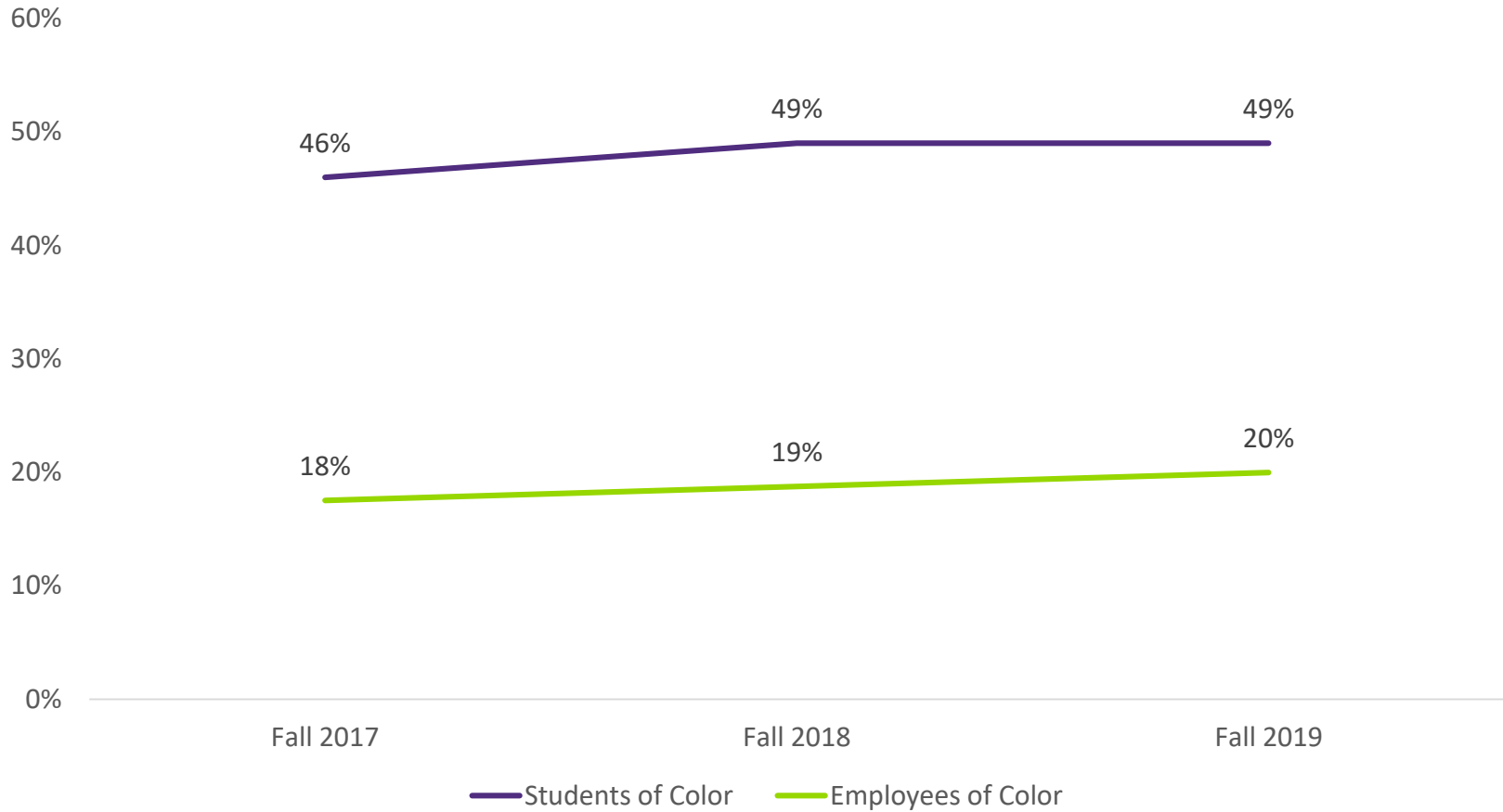
150% Graduation Rate Equity



Core Metric: Difference in Employees and Students of Color



Employees and Students of Color Detail





RESOLUTION 20-05-99

Extension of 2019-20 Operating Budget

WHEREAS, the statewide outbreak of COVID-19 has delayed the College’s ability to appropriately estimate revenue levels for the Fiscal Year 2021, and

WHEREAS, Washington’s Office of Financial Management and the State Board for Community and Technical Colleges have not yet completed work on the final Fiscal Year 2021 budget allocations to Clover Park Technical College; and

WHEREAS, Clover Park Technical College has sufficient available reserves and expected revenues to operate at regularly expected capacity for a period of at least four months; and

WHEREAS, the College’s currently-approved operating budget expires on June 30, 2020;

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees hereby authorizes the College President to continue to receive revenues, make expenditures, and otherwise enter into transactions at a rate which overall does not exceed the rates of annual expenditures under the current 2019-20 budget. This authorization commences July 1, 2020, and is in effect through October 31, 2020.

ADOPTED by the Board of Trustees at its regular meeting May 13, 2020.

Attested by:

Dr. Joyce Loveday
President
College District Twenty-Nine

Mark Martinez
Chair, Board of Trustees
College District Twenty-Nine